PIN #		Date:	
	Dogumenta Needed		

Documents Needed Legal Residence List

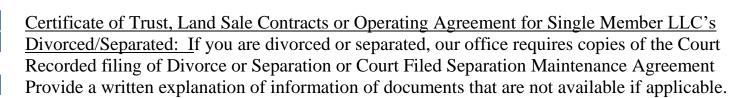
To apply for the Special Assessment Based on Legal Residence (4%) go to: www.horrycounty.org/Online-Services (Legal Residence Application), click on Statutes for qualifications.

Required documentation:

- SC DRIVER'S LICENSE or SC State Issued ID: copy for ALL Owner Occupants AND spouses; *must reflect CURRENT address
- SC Motor Vehicle Registration: copy (for ALL Vehicles) for All Owner Occupants AND spouses, *must reflect CURRENT address
 - *for company cars-provide registration showing business address
 - <u>TAX RETURNS</u>: copy of most recently filed FEDERAL and STATE TAX RETURNS (Last tax filed regardless of what state they were filed in) <u>include Schedule 1 & E if applicable</u>
 - *RETURNS for BOTH Owner Occupant AND Spouse must be supplied
 - * If an *EXTENSION* was filed we need a copy of that filing, your completed returns may be requested at a later date.

Note: (*ALL* documents MUST be received within <u>15</u> days of application or you may need to reapply. *ALL* documents (copies) must be legible.)

If Applicable:



REMINDERS:

- All required documents/proof must be supplied; missing documents can be submitted via email, fax or mail.
- INCOMPLETE APPLICATIONS or those missing supporting/required documents may be delayed in processing and/or denied.
- MOBILE HOMES must be TITLED with DMV and registered with the Assessor's Office, Manufactured Homes for a current decal.

IMPORTANT INFORMATION, DEPARTMENTS AND NUMBERS

NEW Residents moving into Horry County please follow these steps:

- (1) Contact Auditor to register your vehicles in Horry County and for copies of tax bills.
- (2) Pay any tax notices with the **Treasurer's** Office
- (3) Go to the South Carolina <u>DMV</u> for your SC driver's license and vehicle registration to reflect your current address
- (4) Apply Online at www.horrycounty.org/Online-Services (Legal Residence Application)

Auditor (1) 1301 Second Ave, Ste. 1C41 Conway, SC 29526 1-843-915-5050	Vehicle Tax Billings Watercraft Tax Billings Camper/RV Tax Bills (not Mobile Homes) Homestead Exemption 843-915-5051
Treasurer's Office (2) 1301 Second Ave Conway, SC 29526 1-843-915-5470	Tax Payments Property Tax Delinquent Tax Vehicle Tax
DMV (Conway) (3) 4103 Hwy 701 N Conway, SC 29526 1-843-365-4781	DMV (Myrtle Beach) 1200 21st Ave N Myrtle Beach, SC 1-843-448-9957
Assessor's Office (4) 1301 Second Ave, Ste. 1C08 Conway, SC 29526 1-843-915-5040	Aerial Maps Agriculture Assessments Legal Residence Real Estate Values
Mobile Homes 1-843-915-5041	Mobile Home Decals Mobile Home Moving Permit
Code Enforcement 1301 Second Ave, Ste. 1D09 Conway, SC 29526 1-843-915-5090	Building Inspections Building Permits Mobile Home Set Up Permits
Register of Deeds 1301 Second Ave, Conway, SC 29526 1-843-915-5430	Deeds/Pats Liens/Mortgages/Recording of Documents Land Records/Research Power of Attorney
Planning & Zoning 1301 Second Ave Conway, SC 29526 1-843-915-5340	Addressing & Street Naming Plan Review Sign Permits

Assessor's Office – (Phone) 843-915-5040 (Fax) 843-915-6040

Email: asktps@horrycountysc.gov to submit supporting documents electronically